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ABSTRACT

This document explains how to complete the following forms that are part of the Vocational Education Reporting System (VERS) in Virginia: (1) Fall Report of Teachers (VERS 5); (2) Secondary Enrollment/Demographic Form (SEDF); (3) Adult Class Enrollment Form (VERS 6); and (4) Disadvantaged/Handicapped Student Identification Data Form (SIDF-D/H). After an introduction that explains how the information on these forms is used and how to mark the machine-readable forms, the completion of the forms (in the order they are listed above) is explained. In the sections on how to complete each form, general information and specific instructions for most form items are given. Examples are provided, as well as samples of the forms. The instructions are addressed to teachers or VERS coordinators, as appropriate. Appendix A contains CIP codes, vocational education course codes, and nonteaching assignment codes. Appendix B contains codes for counties and codes for special divisions. (CML)

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VIRGINIA

VOCATIONAL EDUCATION

REPORTING SYSTEM

(VERS)

USER'S MANUAL

Commonwealth of Virginia
Department of Education
Office of Vocational and Adult Education
and
Division of Management Information Services
Richmond, Virginia 23216

July 1, 1989

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Preface

The Virginia Vocational Education Reporting System User's Manual was developed to explain how to complete the data-gathering instruments of VERS. This manual was revised in response to the perceptive and persistent requests of users to clarify the VERS system and its terms.

Changes made in the data-gathering components of VERS were based on the State's need for data to assist in program planning, budgetary planning, student follow-up and accountability.

Table of Contents

Introduction 1

Section I 5
Instructions for Completing Fall Report of Teachers (VERS 5)

Section II 11
Instructions for Completing Secondary Enrollment/ Demographic Form (SEDF)

Section III 23
Instructions for Completing Vocational Education Adult Programs Adult Class Report (VERS 6)

Section IV 31
Instructions for Completing Disadvantaged and Handicapped Student Identification Data Form (SIDF/D/H)

Appendix A 39
CIP Codes, Vocational Education Course Codes, and Non-Teaching Assignment Codes

Appendix B 81
Division Codes

INTRODUCTION

The Vocational Education Reporting System (VERS) is the information gathering component of Virginia's Vocational Education Management Systems (VEMS). The information collected through VERS is used to:

1. Plan budgets
2. Prepare planning documents to meet the state Standards of Quality
3. Supply vocational education enrollment data to agencies requesting this information

VERS data for secondary and adult vocational education is based on two primary sources:

1. Class enrollments
2. Staff assignments

The Vocational Education Reporting System was developed by the Division of Vocational and Technical Education at Virginia Polytechnic Institute and State University in cooperation with the Office of Vocational and Adult Education and the Division of Management Information Services of the Virginia Department of Education.

- OPERATION OF VERS -

The operation of the system is under the direction of the Supervisor of Vocational State Planning and Data Management, Virginia Department of Education, and implemented through VERS Coordinators in each school division. All questions relating to forms and the system should be directed to the VERS Coordinator in your school division.

- DATA COLLECTION INSTRUMENTS -

The mark-sensing reader (NCS 7010 Optical Mark Reader System) used by the Division of Management Information Services requires special forms. Please destroy all forms you may have from the past school year. You are requested to read the following marking instructions carefully!

1. Use #2 pencil - do not use ink or ball point pen.
2. Make heavy black marks that fill each circle completely.
3. Erase any changes completely.
4. Erase all stray marks.

Examples of correct marks

Examples of incorrect marks

Accuracy in completing the forms is very important.

Data Collection forms used in the VERS system will be discussed at length later in this manual. A brief description of each form is given below:

I. Secondary Enrollment/Demographic Form, SEDF

The Secondary Enrollment/Demographic Form (SEDF) replaces what was previously known as VERS 1 or the Secondary Class Enrollment Form. The SEDF form is designed to obtain both class enrollments and demographic data on your vocational classes. Information gathered from this form will be used for program planning, for budget planning and preparation and for preparing the accountability report. One form should be completed by the teacher of each vocational class by **SEPTEMBER 21**. The forms are due in the state office by **OCTOBER 9**. Forms for **ALL** second semester 18-week classes should be completed at the beginning of the semester and sent to the state office by **MARCH 1**. **ALL** vocational education courses are listed in Appendix A of this manual.

II. Secondary Enrollment/Demographic Transmittal Form

The SEDF transmittal form replaces VERS 1A, the Secondary Class Enrollment transmittal form. The SEDF transmittal form is designed to verify the number of forms being submitted by the school principal for his/her school. This form is due in the state office by **OCTOBER 9**.

III. Fall Report of Teachers, VERS 5

This form is to be completed by every teacher of secondary vocational education students and by every full-time teacher of adult students. Each teacher is to receive two copies of the form from the VERS Coordinator. One copy of the completed report is to be returned to the VERS Coordinator by **SEPTEMBER 21**. The teacher will keep the second copy on file. The VERS Coordinator will submit the completed reports to the Associate Director/State Supervisor of each respective vocational education **service**, including special programs, by **OCTOBER 9**. For all 18-week, second semester courses, a VERS 5 form is to be completed at the **beginning** of the second semester and sent to the Associate Director/State Supervisor of the appropriate vocational education **service**.

IV. Adult Class Enrollment Form, VERS 6

This form is designed to collect enrollment information about students in adult vocational education classes. One (1) VERS 6 form should be completed at the **end** of **each** adult class. Submit completed VERS 6 forms on a **monthly** basis to the office of the Supervisor, Vocational State Planning and Data Management. A complete set of instructions is included in this guide for your use in completing this form.

V. Adult Class Enrollment Transmittal Form, VERS 6A

This form is be completed by the VERS Coordinator to substantiate the accuracy of the completed VERS 6 forms and the date submitted to the state office. A VERS 6 transmittal form should accompany each monthly submission of forms being sent to the state office.

VI. Disadvantaged/Handicapped Student Identification Data Form, SIDF-D/H

This form is used to collect enrollments on disadvantaged, handicapped, and LEP students. The forms will be mailed to each division Superintendent on **JANUARY 15**. The completed form is to be mailed back to the state office by **MARCH 1**. **ALL** economically disadvantaged students attending public schools, grades K-12, and **ALL** disadvantaged (including academically, economically and Limited English Proficiency) and handicapped students currently being served in vocational education should be reported.

— IMPORTANT —

BEFORE STARTING ON ANY OF THE REPORTS
PLEASE READ THE SPECIFIC INSTRUCTIONS CAREFULLY

SECTION I

INSTRUCTIONS FOR COMPLETING

FALL REPORT OF TEACHERS (VERS 5)

INSTRUCTIONS FOR COMPLETING

FALL REPORT OF TEACHERS (VERS 5)

General Information

The "Fall Report of Teachers" is completed by every teacher of secondary vocational education students and by every full-time teacher of adult students. The data provide individual teacher schedules to facilitate evaluation/planning coordination between state staff and localities.

Information on VERS 5 **must** agree with the data submitted on the Secondary Enrollment/Demographic Form (SEDF).

A. Instructions for Teachers

Each teacher is to receive two (2) copies of the form from the VERS Coordinator. One copy of the completed report is to be returned to the VERS Coordinator by SEPTEMBER 21. The teacher will keep the second copy on file.

B. Specific Instructions for Teachers Completing VERS 5

1. Instructions for completing and submitting the VERS 5 are printed on the reverse side of the form. An illustration of this form is shown on pages 7 and 8.

2. Item 7 - When reporting combined classes (more than one level of a course offered during the same time frame), list each class on the same line, separating the course code, course title, grade level, and number of students by a slash.

   Example:

Col. B Course Code	Col. C Course Title	Col. D Grade Level
8458/8549	Metal Trades I/Metal Trades II	11/12

   NOTE: Due to the new funding formula, an individual SEDF form for each combined class is no longer necessary.

   Criterion for selecting which class to report:

   (1) a class with co-op

   (2) highest level of combined classes

3. Adult Supplement (60-180 Hours)

If an adult supplement is included, attach the plan for adult activities. The plan, in outline form, includes types of activities such as organization, instruction, supervision, promotion, design and development, and recruitment for adult programs and percentage of time spent on each activity. Also include expected enrollment, dates, and clock hours.

C. Instructions to VERS Coordinators

1. The VERS Coordinator is to submit the completed reports to the Associate Director/State Supervisor of the respective vocational education service no later than OCTOBER 9. For all approved 18-week, second semester courses, a VERS 5 will be completed at the beginning of the second semester and sent to the Associate Director/State Supervisor of the appropriate vocational education service to arrive no later than MARCH 1.

2. When a VERS 5 report lists courses related to more than one vocational service area, copies should be made and sent to each of the affected services. When courses for special needs students are listed, a copy should be sent to the Supervisor of Vocational Special Programs.

Form QF.038 3/89

Virginia Department of Education
Vocational Education

Retain 1 Copy
Submit 1 Copy to VERS Coordinator

FALL REPORT OF TEACHERS (VERS 5)

19_____ - _____

Refer to the instructions on back before completing this form.

(1) School Division _____ (2) Name of School _____

(3) Teacher's Name _____ (4) Social Security Number _____

(5) Business Address _____ Business Telephone # _____

(6) Contract Time (Check One) ☐ 10 months ☐ 11 months ☐ 12 months

(7) Daily Activity Chart

A Assignments By Periods, Bracket [] Block Periods		B Activity or Course Code	C Activity or Course Title	D Length of Period in Minutes	E Number of Periods per Week	F Length of Course in Weeks	G Number of Students				H Number Enrolled in Co-op	I Endorsed	
							Race/Ethnic						
Period	Starting Time						Black	White	Other	Female		Yes	No
Pre-School													
1													
2													
3													
4													
5													
6													
7													
8													
Post-School													

(8) Travel Budget ☐ Yes ☐ No Amount _____ *(9) Adult Supplement (60-180 hours) _____

(10) Youth or Adult Vocational Student Organization Advisor
☐ Yes ☐ No

(11) Signed: _____ Date: _____
(Teacher)

* If an adult supplement, attach plan for adult activites. The plan, in outline form, includes types of activities such as organization, instruction, supervision, promotion, design and development, and recruitment for adult programs and percentage of time spent on each activity. Also include expected enrollment, dates, and clock hours.

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INSTRUCTIONS FOR COMPLETING VERS 5

The "Fall Report of Teachers" is completed by every teacher of secondary vocational education students and by every full-time teacher of adult students. (Definition: a person employed full-time to teach only adult vocational education classes.) Each teacher will receive two copies of the form from the VERS Coordinator. One copy of the completed report is to be returned by September 21 to the VERS Coordinator. The teacher will keep the second copy on file. BY OCTOBER 9, THE VERS COORDINATOR WILL SEND THE FORMS TO THE ASSOCIATE DIRECTOR/STATE SUPERVISOR OF THE RESPECTIVE VOCATIONAL EDUCATION PROGRAM SERVICE. For all approved 18-week, 2nd semester courses, a copy of VERS 5 will be submitted to the Associate Director/State Supervisor of the appropriate vocational education service to arrive by March 1. Please complete entire form.

The report consists of eleven items:
Items 1-4 are self-explanatory.

5. Give the address of the location where you hold class, please include either a post office box number, rural route and box number, or street address to insure delivery of communications from the State Department of Education.
6. Self-explanatory.
7. Daily Activity Chart.
   A. Assignments by Periods. Indicate the starting time of each period for which you have a daily activity, and complete Columns B-I. For activities involving more than one period (block program), give the starting time and put brackets around the periods involved; then complete Columns B-I on one line only.

      Example: [3 / 4]

   B. Activity or Course Code. Refer to Appendix A of the VERS User's Manual. Select and write the appropriate code of the activity or the course. If the activity is not listed in Appendix A, mark XXXX.

   C. Activity or Course Title. From the code list, write the appropriate activity or course title. If the activity is not listed, describe the activity. If you have two or more activities during the period, list each activity.

   D. Length of Periods in Minutes. Write in the length of class periods. For pre-school period and post-school period activities, estimate activity duration in minutes.

   E. Number of Periods Per Week. Write the number of periods in a week that you have the activity specified in Column C.

   F. Length of Course in Weeks. Write the number of weeks each course is scheduled.

   G. Number of Students each Period. Enter the total number of students in each of the four categories:
      Black - Total Black enrollment in each time period
      White - Total White enrollment in each time period
      Other - Total Other students not classed as Black or White
      Female - Total Female enrollment in each time period

   H. Enter the number of Co-op students you teach in each time period.

   I. Endorsement. If, on your teaching certificate, you are endorsed to teach the course or do the activity specified in Column C, put a check mark ( ) under "yes." If you are not certified, put a check mark ( ) under "no."

8. Vocational Teacher-Coordinator Travel Budget. Write the amount approved for travel coordination activities or home project visits.

9. Adult Supplement. If you are on adult supplement, indicate the total contact hours. Attach the plan for your adult supplement activities. The plan, in outline form, includes types of activities such as organization, instruction, supervision, promotion, design and development, and recruitment for adult programs and percentage of time spent on each activity. Also include expected enrollment, dates, and clock hours.

10. Youth or Adult Vocational Student Organization Advisor. If you are a sponsor of a youth or adult student vocational organization such as DECA, VICA, FBLA, FFA, FHA, HERO, TSA, YFV, YHV, or HOSA, mark "yes"; otherwise, mark "no."

11. Signature and Date. Sign your name verifying the informaiton given and date the completed form.

PLEASE RETURN THE COMPLETED FORM TO YOUR VERS COORDINATOR ON OR BEFORE SEPTEMBER 21.

SECTION II

INSTRUCTIONS FOR COMPLETING

SECONDARY ENROLLMENT/DEMOGRAPHIC FORM (SEDF)

INSTRUCTIONS FOR COMPLETING

SECONDARY ENROLLMENT/DEMOGRAPHIC FORM (SEDF)

General Information

The Secondary Enrollment/Demographic form is a class enrollment form used to collect demographic data on each class. It is requested that the same distribution and collection processes be used as with the former VERS 1 form. **Please note that Item 7 requires a course code from Appendix A.**

A. Instructions for Teachers

1. This form is to be completed on SEPTEMBER 21 and submitted immediately to the school principal. All SEDF forms should be in the state office on or before OCTOBER 9. All forms for 18-week, second semester courses should be in the state office on or before MARCH 1.

2. A form is to be completed for each section of each Vocational Education course taught. All vocational courses are listed in Appendix A of this guide. Do not report any courses that are not found in Appendix A.

3. Use a #2 pencil in filling out the form. Completely fill in the correct circles. Do not extend marks outside the circles.

4. Listings of necessary course and division codes needed to complete this form are included in the appendices of this manual.

   Appendix A: CIP Codes, Vocational Education Course Codes and Non-Teaching Assignment Codes

   Appendix B: Division Codes

5. If a problem(s) should arise regarding the course title, refer questions to your VERS coordinator for clarification.

6. Use anticipated enrollment for those classes which meet during the first half of the school year for **less than 18 weeks.** Use the same process for the second half of the year.

   Example:

Form 1:	8210	Teen Living Gr. 8 (Beginning September)	9 wks (actual enrollment)
Form 2:	8210	Teen Living Gr. 8 (Beginning November)	9 wks (anticipated enrollment)

7. When reporting combined classes, use the following criteria for selection:

   a. Report class with co-op:

      Example: 8225/8526 Co-op Report 8526

   b. Report highest level of course:

      Example: 8006/8008 Report 8008

8. The first circles in Items 4 - 7 and 10 - 15 contain "0s". Be careful when shading in the numbers 1 and "0".

B. Specific Instructions for Completing Secondary Enrollment/Demographic Form (SEDF)

Complete a separate form for each vocational education course you teach. Course codes are listed in Appendix A of this manual.

Item 1 - School Name

Write in the name of the school at which the course is taught.

Item 2 - Course Title

Refer to Appendix A. Write in the course title as it is given in the list of Vocational Education Course Codes. If the course title is not the same as shown in the Appendices, check with your VERS Coordinator for proper course title and number.

Item 3 - Teacher's Name

Write in the name of the instructor for this section of the course.

Item 4 - Teacher's Social Security Number

Enter the social security number of the instructor whose name appears in Item 3. Blacken in the proper circle below each number.

Item 5 - Division Code

Obtain the division code from Appendix B in this manual.

Item 6 - School Code

Obtain the school code from the VERS Coordinator. The VERS Coordinator will have the state list of school codes for the current year. Code 9999 is not acceptable.

Item 7 - Course Code

Obtain 18 and 36 week course codes number from Appendix A, Sections I-VIII and all other course codes from Appendix A, Section XI. ALL vocational course codes will be reported on the Secondary Enrollment/Demographic form. Do not use a course code designated for disadvantaged or handicapped students unless your school division has requested and received approval for the course, and the type of funds to be used for reimbursement has been indicated on the approval.

Item 8 - Periods Per Day

Enter the total number of class periods during which students in this section are enrolled in this course for regular class instruction each day. (The number of students released from school for cooperative education on-the-job training will be entered in Item 15).

> FOR MODULAR SCHEDULES ONLY: If the vocational education courses you teach are scheduled by modules, you must compute the information needed to complete Items 8 and 10. The following two examples show how to complete this information using the average number of minutes spent teaching each module. Averages should be computed on a five-day school week, and separate calculations must be made for each course.

Example One:

A group of students is enrolled in an approved vocational education course for three, thirty-minute modules on Monday, Wednesday, and Friday of each week throughout the 36-week school year. These classes do not meet on Tuesday and Thursday.

In order to complete items 8 and 10 for this course, multiply the number of modules offered daily (3), by length of each module in minutes (30) and the number of days the class is offered each week (3), and divide by the number of school days per week (5) to get the average number of minutes daily.

$$3 \times 30 \times 3 = 270$$

$$270 \div 5 = 54 \text{ minutes per day}$$

Since a class period for vocational classes is defined as being a minimum of 50 minutes of instruction, including reasonable time to change classes, items 8 and 10 should be completed as follows:

Item 8 - number of periods daily = 1

Item 10 - length of period in minutes = 54

Example Two:

A group of students is enrolled in an approved vocational education course for three, twenty-minute modules five days per week throughout the 36 week school year. Use the same procedures as in Example One.

3 x 20 x 5 = 300

300 ÷ 5 = 60 minutes per day

Item 9 - Course Length

Blacken the circle corresponding to the number of weeks this course meets during the school year.

Examples: If a 36 week course is taught for less than 36 weeks blacken ALL Other for the length of course in weeks.

As shown in Appendix A: 6730 Med Office Procedures - 36 weeks
Actually Taught: 6730 Med Office Procedures - 18 weeks
Code Item 9 - ALL OTHER

As shown in Appendix A: 8444 Power & Transportation - 18 weeks
Actually Taught: 8444 Power & Transportation - 12 weeks
Code Item 9 - ALL OTHER

NOTE: Some course codes are automatically coded ALL OTHER. When using these course codes, regardless of the course length, shade ALL OTHER in item 9. These courses are:

6109 6610 8204 8207 8481

Item 10 - Length of Period

Enter the length of each class period in minutes including five minutes for change of class time.

Demographics

The following items 11, 12 and 13 refer to a student's ethnic or ancestral origin. Enter the total number of students in each of the three categories. The U.S. Office of Education has provided the following definitions for the categories indicated.

Item 11 - Total Black Enrolled

Black, not of Hispanic origin - a person having origins in any of the Black racial groups of Africa.

Item 12 - Total White Enrolled

White, not of Hispanic origin - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Item 13 - Total Other Enrollment

Persons having origin in any other ethnic or ancestral heritage (see examples below). **Please do not total items 11 and 12 in this section.**

EXAMPLES OF OTHER ENROLLMENT ORIGINS:

American Indian or Alaskan Native

A person having origins in any of the original peoples of North America or the mountains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, the Philippine Islands, Samoa, India, or Vietnam.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

Note: Teachers should use their discretion in identifying the ethnic origin of students.

Item 14 - Female Enrollment

Indicate the number of female students enrolled in this class. **The total enrollment for females cannot exceed total class enrollment.**

Item 15 - Number Released for Co-op

Enter the number of students who are released from school for cooperative education on-the-job training. (The number of periods of in-school related instruction for these students is entered in Item 8.) **The total enrollment for co-op cannot exceed total class enrollment.**

This completes the form. Be sure that a circle has been blackened in each column corresponding to the letter or number printed at the top of each column. Be sure the Total Black Enrollment plus the Total White Enrollment plus the Total Other Enrollment equals the Total Enrollment for this class. The Total Female Enrollment subtracted from the Total Enrollment will provide the Department with the Total Male Enrollment.

Return one copy of the Secondary Enrollment/Demographic Form for each section of the course(s) taught by the designated person in your school. The Principal will verify the number of forms sent by signing the Secondary Enrollment/Demographic transmittal form and forwarding the packet to the VERS Coordinator.

Instructions to VERS Coordinator

Arrange Secondary Enrollment/Demographic Form(s) and Secondary Enrollment/Demographic transmittals for shipment in this order:

1. One (1) copy of the Secondary Enrollment/Demographic transmittal form for a given school.

2. One (1) Secondary Enrollment/Demographic Form for each vocational class in the school represented on the transmittal form.

3. Repeat steps 1 and 2 for each school.

No VERS 5 forms are to be included in packets of Secondary Enrollment/Demographic Forms. VERS 5 forms should be mailed directly to the appropriate Associate Director/State Supervisor.

First semester forms should be in the state office no later than OCTOBER 9. All second semester forms should be in the state office by March 1. Mailing address: Supervisor, Vocational State Planning and Data Management, Virginia Department of Education, P.O. Box 6Q, Richmond, Virginia 23216.

QF 040 5/89

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL EDUCATION

SECONDARY ENROLLMENT/DEMOGRAPHIC REPORT

DO NOT WRITE HERE

- USE NO. 2 PENCIL.
- Do NOT use ink or ball point pen.
- Make heavy black marks that fill the circle completely.
- Erase completely any changes.
- Make no stray marks.
- Read complete instructions in User's Manual.
- DO NOT FOLD or STAPLE.

Examples of PROPER marks: ● ● ●

Examples of IMPROPER marks: ⊘ ⊗ ◒

1. School Name: _____

2. Course Title: _____

3. Teacher's Name: _____

4. Teacher's Social Security Number

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

5. Division Code

0	0	0
1	1	1
2	2	2
3	3	3
	4	4
	5	5
	6	6
	7	7
8	8	8
9	9	9

6. School Code

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

7. Course Code

	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
6	6	6	6
	7	7	7
8	8	8	8
9	9	9	9

8. Number of Periods in Class per Day

1	
2	
3	

9. Length of Course in Weeks

- ○ 36
- ○ 18
- ○ All Other

10. Length of Each Period in Minutes

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

11. Total Black Enrollment

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

12. Total White Enrollment

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

13. Total Other Enrollment

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

14. Total Females Enrolled

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

15. Number Enrolled in Co-op

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

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Form QF.035A Rev. 3/88

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL EDUCATION

SECONDARY ENROLLMENT/DEMOGRAPHIC REPORT

School Name _____ School Code _____

Division Name _____ Division Code _____

Check one: 1st Semester _____ 2nd Semester (18 week courses) _____

TOTAL FORMS SENT _____

_____
PRINCIPAL SIGNATURE

_____
DATE SUBMITTED

TO: VERS Coordinator

This is to acknowledge receipt of _____ Secondary Enrollment/Demographic Report Forms for the above school.

_____
SUPERVISOR, VOCATIONAL STATE
PLANNING AND DATA MANAGEMENT

_____
DATE

SECONDARY ENROLLMENT/DEMOGRAPHIC REPORT

Instructions

1. This enrollment form should be completed in triplicate by the school principal upon receipt of the completed Secondary Enrollment/Demographic Report forms from the vocational education teachers in the school.

2. School Name and School Code

   Insert the name of your school and your school's code number. Be sure to use the state code number assigned to your school for the current school year. The local VERS Coordinator has a list of these school codes.

3. School Division and Division Code

   Insert the name and code of your school division. Obtain the appropriate division code from Appendix B of this manual.

4. Type of Class

   Indicate whether the forms represent first semester courses or second semester, 18-week courses.

5. Total

   Enter the number of completed Secondary Enrollment/Demographic Report forms submitted to you by all vocational education teachers in your school.

6. Sign the completed form and enter the date the form is submitted to the local VERS Coordinator.

7. After completing the Secondary Enrollment/Demographic Report Transmittal form, submit two copies of this form along with all completed forms to your VERS Coordinator. Retain one additional copy for your files.

8. Secondary Enrollment/Demographic Report forms are due in the state office by **OCTOBER 9** for first semester and by **MARCH 1** for approved 18 week, second semester couses.

SECTION III

INSTRUCTIONS FOR COMPLETING

VOCATIONAL EDUCATION ADULT PROGRAMS

ADULT CLASS REPORT (VERS 6)

INSTRUCTIONS FOR COMPLETING

VOCATIONAL EDUCATION ADULT PROGRAMS

ADULT CLASS REPORT (VERS 6)

General Information

The VERS 6 form should be completed by each person who teaches one or more approved adult vocational education courses. This form is designed to collect class enrollment information about adult programs. All items should be completed accurately.

The VERS 6 form and specific instructions have been printed on the following pages. Please review the form and the instructions thoroughly before attempting to complete the form.

The first circles in Items 2, 3, and 9 contain "0s". Be careful when shading in the numbers "1" and "0".

Specific Instructions for Completion of VERS 6

The VERS 6 form is completed at the end of each adult vocational education course. All **short-term** (supplementary) adult courses are to be submitted by the 15th of the month following completion of the class. VERS 6 forms for **long-term** (preparatory) adult and **apprenticeship** adult classes are submitted in May for each school division. For those classes that end after **JUNE 30**, submit the information on the next year's VERS 6.

Item 1 - Teacher of the Course

Enter the full name of the principal class instructor or the name of the coordinator if the course is composed of a series of short blocks of instruction.

Item 2 - Social Security Number

Enter the social security number of the individual named in item 1. Enter only the numbers. Do **not** put in the hyphens. Do **not** skip any spaces in the number.

Item 3 - Division Code

Enter the division code where classes are taught. Obtain the division code from Appendix B. Use the 300-level codes for joint centers.

Item 4 -- Full-Time Adult Teacher

A teacher who is employed full-time to teach only adult vocational education classes would mark "yes". A teacher who has other employment responsibilities and only teaches adult vocational education classes part-time would mark "no".

Item 5 - Name of Course

Enter the official title of the course.

Item 6 - Type of Course

Indicate whether this course is an adult preparatory (long-term), adult supplementary (short-term), or adult apprenticeship course.

Adult Preparatory Course -- A course designed to provide training for persons who have already entered the labor market or who are unemployed but need training or retraining in preparing for a new occupation (also referred to as long term).

Adult Supplementary Course -- A course designed to provide training for persons who have already entered the labor market and need training to be updated, or upgraded to achieve stability or advancement in their current employment (Consumer and Homemaking classes and Young Farmers are included in this classification, also referred to as short term).

Adult Apprenticeship Course -- Occupational training undertaken by a trade and industry in cooperation with a public school for high school graduates only. Student works under written agreement and is paid a graduated percentage of the journeyman wage while in training.

Adult Supplement -- A supplement to the basic salary of a teacher in the day school program who, during after school hours on a regular basis, initiates and organizes adult classes, provides instructional materials, secures and aids the adult instructor, and supervises adult enrollees' on-the- job activities. Such teachers may be employed for 60 to 180 hours of adult activity depending upon the needs of the program. Each teacher must be involved for at least 60 hours to be eligible for an adult supplement.

Item 7 - Beginning/Ending Date of Course

Indicate the beginning date and ending date of this course.

Item 8 - Course Code

Refer to the School Administrator's Handbook of Course Codes and Endorsement Codes, as well as Appendix A of this User's Manual for the course code that is associated with the course title in item - 5. For course titles that are not identified by a course code, use the following list of codes to identify the service with which the course is associated:

Agriculture	- 8020, 8038, 8032, 8044, 8014
Marketing Education	- 8120
Home Economics	- 8230
Health Occupations	- 8331
Trade & Industrial	- 8901
Apprenticeship Group Study	- 9090

Item 9 - Male Enrollment

Indicate the total number of male students in the course.

Item 10 - Female Enrollment

Indicate the total number of female students in this course.

Item 11 - Total Hours in Course

Indicate the total number of contact hours of instruction for this course.

Form OF 039 5/89

VIRGINIA DEPARTMENT OF EDUCATION

VOCATIONAL EDUCATION ADULT PROGRAMS

ADULT CLASS REPORT (VERS 6)

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

STAFF INFORMATION

1. PRINT: Last Name, space, First Name, space, Middle Init.

2. SOCIAL SECURITY NO.

3. Div. Code

4. FULL-TIME ADULT INSTRUCTOR
- ○ Yes
- ○ No

DO NOT WRITE IN THIS AREA

SERIAL #

COURSE INFORMATION

5. NAME OF COURSE: _____
please print

6. TYPE OF COURSE
- ○ Preparatory
- ○ Supplementary
- ○ Apprenticeship

7. BEGINNING/ENDING DATE OF COURSE

Beginning Date: _____

Ending Date: _____

8. COURSE CODE	9. MALE ENROLL-MENT	10. FEMALE ENROLL-MENT	11. TOTAL HOURS IN COURSE

NCS Trans-Optic EP10-35998 321 A3105-4 Printed in U.S.A.

INSTRUCTIONS FOR COMPLETION OF VERS 6

I. General Instructions

A. USE NO. 2 PENCIL ONLY

B. Erase COMPLETELY before making corrections.

C. DO NOT STAPLE, BEND, OR OTHERWISE MUTILATE THE FORM

D. The VERS 6 is to be completed for each adult course, regardless of type or length of course.

E. The VERS 6 is submitted by the fifteenth of the month following the close of the course to the Supervisor, Vocational State Planning and Data Management.

II. Specific Instructions

Item 1 - Name
Enter the full name of the principal class instructor or the name of the coordinator if the course is composed of a series of short blocks of instruction. Print the last name first, one letter per box, starting at the left-hand side. Be sure to keep the letters inside the boxes. Leave a blank box after the last letter of the last name. Be sure to fill in the blank bubble in the row above the letter A. Then print the first name. Again, leave a blank box after the last letter of the first name and fill in the blank bubble. Print the middle initial in the next box. You must have room for the middle initial, therefore, you may have to abbreviate the first name, possibly using only the initial.

Item 2 - Social Security Number
Enter the Social Security Number of the individual named in item 1. DO NOT put in hyphens or skip any spaces in the number. Fill in the bubbles corresponding to the numbers of the social security number.

Item 3 - Division Code
Enter the division code where class(es) are taught. Use 300-level for joint centers. Fill in the bubbles corresponding to the division code.

Item 4 - Full-Time Adult Teacher
A teacher who is employed full-time to teach only adult vocational education classes would mark "yes." A teacher who has other employment responsibilities and teaches only adult vocational education classes on a part-time basis would mark "no."

Item 5 - Name of Course
Enter the official title of the course.

Item 6 - Type of Course
Indicate whether this course is an adult preparatory, adult supplementary, or adult apprenticeship course.

Item 7 - Beginning/Ending Date of Course
Indicate the beginning and ending dates of the course.

Item 8 - Course Code
Indicate the code number for the course title written in item 5. Write the numbers in the small boxes. Fill in the appropriate bubbles. (Refer to the current year's VERS User's Manual and/or the School Administrator's Handbook of Course Codes and Endorsement Codes for the appropriate assignment code.)

Item 9 - Male Enrollment
Indicate the number of male students enrolled in the course.

Item 10 - Female Enrollment
Indicate the number of female students enrolled in the course.

Item 11 - Total Hours in Course
Indicate the total number of contact hours in the course.

NOTE: BE CERTAIN A CODE MARK HAS BEEN ENTERED IN THE PROPER BUBBLE BELOW THE LETTER OR NUMBER YOU HAVE PRINTED AT THE TOP OF EACH COLUMN, AND BE SURE THERE IS ONLY ONE CODE MARK IN EACH COLUMN. (REFER TO THE CURRENT YEAR'S VERS USER'S MANUAL FOR ADDITIONAL INSTRUCTIONS AND DEFINITIONS.)

Form QF.039A REV. 4/86

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL EDUCATION

ADULT CLASS REPORT TRANSMITTAL (VERS 6A)

Division Name _____ Divison Code _____

Service	Number of VERS 6 Forms
Agricultural Education	
Business Education	
Consumer & Homemaking	
Health Occupations Education	
Marketing Education	
Occupational Home Economics	
Technology Education	
Trade and Industrial Education	
TOTAL	

_____
VERS COORDINATOR SIGNATURE

_____
DATE SUBMITTED

SUBMIT FORMS FOR ALL ADULT VOCATIONAL EDUCATION CLASSES TO:

Supervisor
Vocational State Planning and Data Management
Virginia Department of Education
P. O. Box 6-Q
Richmond, VA 23216

TO: VERS COORDINATOR

This is to acknowledge receipt of the VERS 6, Virginia Vocational Education Adult Class Forms submitted by your school division on _____.
DATE

_____
SUPERVISOR, VOCATIONAL STATE
PLANNING AND DATA MANAGEMENT

_____
DATE

DIVISION SUMMARY SHEET, VIRGINIA VOCATIONAL EDUCATION
ADULT CLASS REPORTS, VERS 6A

INSTRUCTIONS FOR VERS COORDINATORS

1. This form should be completed by the VERS Coordinator.

2. Division Name and Division Code. Insert the name and code of your school division. Obtain the appropriate division code from Appendix B of the User's Manual.

3. Indicate the total number of completed VERS 6 submitted to the Department of Education by your school division.

4. SEND COMPLETED VERS 6 AND VERS 6A FORMS TO VOCATIONAL STATE PLANNING AND DATA MANAGEMENT OFFICE.

SECTION IV

INSTRUCTIONS FOR COMPLETING

DISADVANTAGED AND HANDICAPPED STUDENT IDENTIFICATION DATA FORM (SIDF/D/H)

INSTRUCTIONS FOR COMPLETING

DISADVANTAGED AND HANDICAPPED STUDENT IDENTIFICATION FORM (SIDF-D/H)

GENERAL INFORMATION

The Carl D. Perkins Vocational Education Act of 1984 (P.L. 98-524) requires the collection of certain student data in order to allocate entitlements for programs and support services to disadvantaged and handicapped students enrolled in vocational education. The distribution of Entitlements must be based on prior year enrollments.

A. Specific Instructions for Completion of Disadvantaged and Handicapped Student Identification Form

It is necessary for each local school division to provide information for:

(1) **ALL** economically disadvantaged students attending public schools, grades K-12, and

(2) **ALL** disadvantaged (including academically, economically, and Limited English Proficiency) and handicapped students currently being served in vocational education.

The Disadvantaged and Handicapped Student Identification Data Form is to be completed using the following criteria for selection:

(1) If a student is both academically disadvantaged and economically disadvantaged, count the student as academically disadvantaged.

(2) If a student is both disadvantaged and handicapped, count the student as handicapped.

(3) If a student is both handicapped and has Limited English Proficiency (LEP), count the student as handicapped.

It is most important to count disadvantaged and handicapped students participating in vocational education **once and only once** using the above three criteria. Be sure to include students in regular **classes** as well as those in **special classes.**

The Disadvantaged/Handicapped Student Identification Data form will be mailed to the school division on January 15 with a return due date of March 1. This form will be mailed from the Vocational Data Management Unit and is to be returned to: Mr. Vance M. Horne, Supervisor, Disadvantaged and Handicapped Special Programs, Virginia Department of Education, P.O. Box 6Q, Richmond, Virginia 23216.

B. Criteria for Collecting Student Data

Definitions for Disadvantaged and Handicapped as given in the Carl D. Perkins Vocational Education Act (P.L. 98-524).

1. Disadvantaged

The term "disadvantaged" means individuals (other than handicapped individuals), who have economic or academic disadvantages and who require special services and assistance in order to enable them to succeed in vocational education programs. This includes individuals who are members of economically disadvantaged families, migrants, individuals who have limited English proficiency and individuals who are dropouts from, or who are identified as potential dropouts from, secondary schools.

Academically Disadvantaged

For the purpose of this definition, an academically disadvantaged individual is one who scores below the 25th percentile on a standardized achievement or aptitude test, whose secondary school grades are below 2.0 on a 4.0 scale (where the grade "A" equals 4.0), or who fails to attain minimal academic competencies. This definition does not include individuals with learning disabilities who have been identified as handicapped.

Economically Disadvantaged

Economically disadvantaged individuals are identified as those students enrolled in vocational programs who are eligible for free or reduced price school lunches. Although there may be other indicators of low income, only this criteria should be used to identify and report those students who are economically disadvantaged.

Limited English Proficiency

Refers to individuals who are members of a national origin and who do not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English. These students may include individuals:

(1) Who were not born in the United States or whose native language is a language other than English;

(2) Who come from environments where a language other than English is dominant; or

(3) Who are American Indian and Alaskan native students and who come from environments where a language other than English has a significant impact on their level of English language proficiency; and

(4) Who by reason thereof, have sufficient difficulty speaking, reading, writing, and understanding the English language to deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

2. Handicapped

The term handicapped means individuals who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or other health impaired persons, or persons with specific learning disabilities, who by reason thereof require special education and related services, and who because of their handicapping condition:

(1) Cannot succeed in the regular vocational education program without special assistance; or

(2) Require a modified vocational education program.

Handicapped students being served in vocational education may be identified by review of IEP's and student permanent records provided by vocational directors, special education administrators, and guidance counselors and by surveying class enrollments.

C. GUIDANCE FOR INCOME DETERMINATIONS

1. Definition - Economically Disadvantaged Families (Applies to target groups 1, 2, 3, 8, and 9)

An individual who is a member of a family determined by the designated local agency to be a family which had an income during the six months immediately preceding the earlier of (a) the month in which the individual is hired, or (b) the month in which the determination is made, which on an annual basis (doubled), would be 70 percent or less of the Virginia Bureau of Labor Statistics Lower Living Standard Income Level (VBLS LLSIL - see Figure 1).

2. Family Income

Family Income means all income, as noted below, actually received from all sources by all members of the family during the income determination period.

INCLUSIONS IN FAMILY INCOME

(1) Gross Wages and Salary

Use the total money earnings received from work performed as an employee. It represents the amount paid before deductions. Include wages and salary received by individuals in JTPA or other federally funded on-the-job training (OJT).

INCLUSIONS IN FAMILY INCOME (Continued)

(2) Net Self-Employment Income

The net income equals gross receipts minus operating expenses from a business firm, farm, or other enterprise in which a person is engaged on his/her own account.

1989 POVERTY INCOME GUIDELINES FOR ALL STATES (EXCEPT ALASKA AND HAWAII AND THE DISTRICT OF COLUMBIA)

Size of family unit	Poverty Guideline
1	$ 5,980
2	8,020
3	10,060
4	12,100
5	14,140
6	16,180
7	18,220
8	20,260

For family units with more than 8 members, add $2,040 for each additional member.

(Reference: **Federal Register**, Volume 54, No. 31, Thursday, February 16, 1989)

EXCLUSIONS FROM FAMILY INCOME

You do not count the following in family income:

(1) non-cash income such as food stamps, or compensation received in the form of food or housing;

(2) the rental value of owner-occupied property;

(3) public assistance payments;

(4) cash welfare payments; Federal, State or local welfare payments, such as AFDC, SSI, and Foster Child, Child Support Payments;

(5) payments made to participants in employment and training programs under JTPA (except wages paid for OJT which are counted as income);

(6) Job Corps income;

EXCLUSIONS FROM FAMILY INCOME (Continued)

(7) capital gains and losses;

(8) one-time unearned income, such as, but not limited to:

* payments received for limited fixed term income maintenance programs and supplemental private unemployment benefits;

* one-time fixed-term scholarship and fellowship grants;

* accident, health, and casualty insurance proceeds;

* disability and death payments, including fixed-term (but not lifetime) Life Insurance annuities and death benefits;

* one-time awards or gifts;

* inheritance, including fixed-term annuities;

* fixed-term worker's compensation awards;

* terminal leave pay;

* soil bank payments;

* agricultural crop stabilization payments;

(9) allowances or pay previously received by a veteran while serving on active duty in the Armed Forces;

(10) educational assistance and compensation payments to veterans and other eligible persons under Chapters 11, 13, 31, 34, 35, and 36, or Title 38, United States Code;

(11) unemployment benefits, Federal, State, local, including TRA;

(12) disability payments under Title II of the Social Security Act;

(13) alien income earned in foreign country.

Form PH.010

DISADVANTAGED/HANDICAPPED STUDENT IDENTIFICATION DATA
FOR VOCATIONAL EDUCATION ENTITLEMENTS

School Year 1989-90

See instructions on the reverse side of this form.

(1) _____ TOTAL NO. OF ALL ECONOMICALLY DISADVANTAGED STUDENTS ATTENDING PUBLIC SCHOOLS (Grades K-12)

*(2) NO. OF DISADVANTAGED STUDENTS BEING SERVED IN VOCATIONAL EDUCATION

_____ (a) Academically disadvantaged

_____ (b) Economically disadvantaged

_____ (c) Limited English Proficiency (LEP)

_____ (d) TOTAL

*(3) _____ TOTAL NO. OF HANDICAPPED STUDENTS BEING SERVED IN VOCATIONAL EDUCATION

*NOTE: DO NOT COUNT A STUDENT MORE THAN ONCE.

If a student is both academically disadvantaged and economically disadvantaged, count the student as academically disadvantaged.

If a student is both disadvantaged and handicapped, count the student as handicapped.

If a student is handicapped with limited English proficiency (LEP), count the student as handicapped.

Signature: _____ _____

Superintendent School Division

_____
Date

Return by March 1 to: Mr. Vance M. Horne, Supervisor
Disadvantaged/Handicapped Special Programs
Virginia Department of Education
P. O. Box 6Q
Richmond, Virginia 23216

(over)

Instructions for completing the disadvantaged/handicapped student identification data sheet.

(1) Identify all economically disadvantaged students attending public schools in grades K-12. (Refer to economically disadvantaged criteria found in the VERS User's Manual.)

*(2) Identify all disadvantaged students being served in vocational education.

(a) Refer to academically disadvantaged criteria.

(b) Refer to economically disadvantaged criteria.

(c) Refer to limited English proficiency (LEP) criteria.

(d) Total all disadvantaged students (a,b,c,).

*(3) Identify all handicapped students being served in vocational education. (Refer to handicapped criteria found in the VERS User's Manual.)

*STUDENTS ARE TO BE IDENTIFIED IN REGULAR AND SPECIAL VOCATIONAL EDUCATION PROGRAMS

APPENDIX A

CIP CODES, VOCATIONAL EDUCATION COURSE CODES AND NON-TEACHING ASSIGNMENT CODES

APPENDIX A

CIP CODES, VOCATIONAL EDUCATION COURSE CODES AND NON-TEACHING ASSIGNMENT CODES

I. AGRICULTURAL EDUCATION

Program Completers

Students who fulfill the requirements of any one of the following three course sequences are considered program completers and may substitute it for one unit of high school science if following the 21 credit plan for graduation.

1. Completers of any two courses in an agricultural program in which one credit is earned in a course numbered III, IV, or V. One of the 36-week specialized courses can count as one of the two courses.

2. Completion of a vocational center program offered as a single year of triple-period classes.

3. Completion of a senior intensified course scheduled for a double period or more for one year.

With exception of vocational centers referenced above, and the Senior Intensified program, a school may schedule any agricultural education course numbered III, IV, or V as a single-, double-, or triple-period class. It is preferred, but not required, that all courses listed for a particular program be taken in sequence.

Substitution for High School Science Credit, Mathematics, and Practical Arts Credits

Students who fulfill the requirements of any one of the following may substitute for one unit of high school mathematics or science in a 21-unit diploma system, if approved as a local option:

* Completion of two courses with at least 2 credits earned (not including exploratory).

* Completion of a vocational center program offered as a single year of triple-period classes.

* Completion of a senior intensified course scheduled for a double-period or more for one year.

Agricultural education courses meet requirements for a practical arts elective.

It is recommended, but not required, that all courses listed for a particular occupational program be taken in sequence. All occupational programs offered in agricultural education can use the cooperative education method of instruction except for those courses offered less than one year in length.

I. AGRICULTURAL EDUCATION

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Agricultural Orientation and Exploration Programs				
01.0999	Agriscience Ed	8001	Introduction to Agriscience Grade 6	20
		8003	Agriscience Exploration Grade 7	20
		8004	Agriscience and Technology Grade 8	20
B. Fundamental Courses				
		8006	Agricultural Mechanics & Basic Plant Science I	20
		8008	Agricultural Mechanics & Basic Animal Science II	20
C. Agricultural Education Occupational Programs				
01.0301	Agricultural Production	8010	Agricultural Production Technology (Level III)	20
		8012	Agricultural Production Management (Level IV)	20
		8014	Operating the Farm Business (Level V)	20

I. AGRICULTURAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
C. Agricultural Education Occupational Programs (Continued)				
01.0101	Agricultural Business	8022	Agricultural Fundamentals (Level III)	20
		8024	Agricultural Business Operations (Level IV)	20
		8026	Agricultural Business Management (Level V)	20
01.0204	Agricultural Machinery	8016	Agricultural Power & Equipment (Level III)	20
		8018	Agricultural Mechanization Sales and Service (Level IV)	20
		8020	Advanced Agricultural Mechanization (Level V)	20
01.0601	Horticulture	8034	Horticulture Science & Practices (Level III)	20
		8036	Horticulture Operations (Level IV)	20
		8038	Horticulture Management (Level V)	20
	Horticulture (Triple-Period-One Year Program)	8038	Floral Production and Design	20
		8038	Nursery and Landscape Management	20
		8038	Horticulture Production and Marketing	20

I. AGRICULTURAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
C. Agricultural Education Occupational Programs (Continued)				
03.0101	Natural Resources Management	8040	Introduction to Natural Resources (Level III)	20
		8042	Forestry Wildlife, and Soil Management (Level IV)	20
		8044	Natural Resources Business Management (Level V)	20
D. Agricultural Education Specialized Course				
02.9999		8072	Applied Agricultural Concepts (18 weeks)	20
		8073	Applied Agricultural Concepts (36 weeks)	20
03.0101		8045	Ecology/Conservation (18 weeks)	20
		8046	Ecology/Conservation (36 weeks)	20
01.0301		8015	Equine Management & Production (18 weeks)	20
		8080	Equine Management & Production (36 weeks)	20
02.9999		8009	Leadership Development (18 weeks)	20
		8081	Leadership Development (36 weeks)	20
01.0204		8021	Small Engine Repair (18 weeks)	20
		8082	Small Engine Repair (36 weeks)	20
E. Agricultural Education Special				
02.9999	Other-Agriculture	8050	Agricultural Education for the Disadvantaged	15
		8053	Agricultural Education for the Handicapped	10

I. AGRICULTURAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
E. Agricultural Education Special (Continued)				
		8070	General Mechanics for the Disadvantaged	15
F. Agricultural Education Senior Intensified Programs				
01.0607	Turf Management	8051	Turf Management	20
01.0299	Agricultural Mechanics, Other	8052	Farm Equipment Operator	20
G. Adult Courses Only Adult classes are not reported on Secondary reporting forms.				
(Use appropriate CIP Code)				
		8014	Young and Adult Farmer-Agriculture Production	20
		8020	Adult Agricultural Mechanics	20
		8032	Adult Agricultural Processing & Marketing	20
		8038	Adult Horticulture	20
		8044	Adult Natural Resources Management	20
		8026	Adult Farm Business Management	20

II. BUSINESS EDUCATION

Each business education program contains several options in the sequence of courses. A student who fulfills the requirements of any one of the these sequences is deemed a program completer and may substitute the sequence for a mathematics course requirement in the 21-unit diploma, if approved locally. Also, business education courses meet requirements for a practical arts elective.

II. BUSINESS EDUCATION

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Business Education Foundation Courses				
07.9999		6109	Business and Computer Careers	
		6110	Introduction to Business	
		6610	Keyboarding	
		6151	Keyboarding Applications	
B. Business Education Occupational Programs				
07.0601	Administrative Systems			
	Option 1:	6151	Keyboarding Applications	
		6621	Office Systems	
		6625	Information/ Word Processing	
	Option 2:	6151	Keyboarding Applications	
		6621	Office Systems	
		6625	Information/ Word Processing	
		6211	Shorthand	
	Option 3:	6151	Keyboarding Applications	
		6621	Office Systems	
		6625	Information/ Word Processing	
		6635	Management Information Systems	

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT

B. Business Education Occupational Programs (Continued)

07.0601 Administrative Systems (Continued)

Option 4:	6151	Keyboarding Applications
	6250	Secretarial Administration I
		and
	6260	Secretarial Administration II
		or
	6730	Medical Office Procedures
		or
	6735	Legal Office Procedures
Option 5:	6151	Keyboarding Applications
	6159	Office Specialist I
	6160	Office Specialist II

06.0401 Business Management

Option 1:	6610	Keyboarding
	6320	Accounting
	6612	Business Computer Applications
	6430	Business Supervision and Management
Option 2:	6610	Keyboarding
	6320	Accounting
	6612	Business Computer Applications
	6135	Business Management (18 weeks)
	6132	Applied Business Law (18 weeks)
Option 3:	6610	Keyboarding
	6320	Accounting
	6612	Business Computer Applications

II. BUSINESS EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Business Education Occupational Programs (Continued)				
06.0401	Business Management (Continued)			
		6132	Applied Business Law (18 weeks)	
		6145	Applied Business Economics (18 weeks)	
07.0301	Information Systems			
	Option 1:	6610	Keyboarding	
		6320	Accounting	
		6613	Accounting Computer Applications	
	Option 2:	6610	Keyboarding	
		6320	Accounting	
		6612	Business Computer Applications	
	Option 3:	6610	Keyboarding	
		6320	Accounting	
		6612	Business Computer Applications	
		6635	Management Information Systems	
	Option 4:	6610	Keyboarding	
		6340	Clerical Accounting I Block Program	
		6350	Clerical Accounting II Block Program	
	Option 5:	6610	Keyboarding	
		6640	Data Processing I	
		6650	Data Processing II or	
		6655	Business Artificial Intelligence	

II. BUSINESS EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
C. Senior Intensified Program				
07.0701	Administrative Systems	6750	Office Assistant	
D. Special Programs				
07.0701	Administrative Systems	6740	Office Services I (Disadvantaged)	15
		6741	Office Services II (Disadvantaged)	15
		6742	Office Services III (Disadvantaged) or	15
		6625	Information/Word Processing	
		6745	Business Education for the Handicapped	10
E. Complementary Courses				
	Complementary courses are available as electives to all secondary students.			
Use appropriate CIP Code	Course Electives for any Business Education Occupational Program	6320	Accounting	
		6145	Applied Business Economics	
		6132	Applied Business Law	
		6612	Business Computer Applications	
		6430	Business Supervision and Management	
		6135	Business Management	
		6611	Computer Concepts (18 weeks)	
		6125	Employment Seminar	
		6120	Financial Management Seminar	
		6330	Recordkeeping I	

F. Adult Classes Only

07.0201 Banking & Related Financial Programs
07.0401 Office Supervision & Management
07.0501 Personnel & Training Programs

III. MARKETING EDUCATION

To complete any of the following programs, a student must complete a minimum of:

One 36-week course utilizing the cooperative method
- or -
Two 36-week courses utilizing the occupational experiences method.

The core content of all first year specialized courses is the same as the core content in Marketing 8120. Therefore, students completing a first year specialized course should enroll in the second year of the specialized sequence of Advanced Marketing (8130 or 8131).

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A.	**Occupational Programs-General Marketing**			
	Apparel and Accessories Marketing			
08.0101	Apparel & Accessories Marketing, General	8110*	Fundamentals of Marketing (Occupational Experience)	
08.0102	Fashion Merchandising	8111*	Introduction to Marketing (Occupational Experiences) (18 weeks)	
08.0103	Fashion Modeling	8120	Marketing (Co-op) Gr 11/12	20
08.0104	Footwear Marketing	8121	Marketing (Occupational Experience) Gr 11/12	
08.0105	Jewelry Marketing	8130	Advanced Marketing (Co-op) Gr 12	20
08.0199	Apparel & Accessories Marketing, Other	8131	Advanced Marketing (Occupational Experience) Gr 12	
		8132	Marketing Management (Occupational Experience) (36 weeks)	
		8135	International Marketing	

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Business and Personal Services Marketing				
08.0201	Business & Personal Services Marketing, Gen'l	8110*	Fundamentals of Marketing (Occupational Experience)	
09.0201	Advertising			
08.0202	Display	8111*	Introduction to Marketing (Occupational Experience) (18 weeks)	
08.0203	Marketing of Business or Personal Services			
08.0299	Business & Personal Services Marketing, Other	8120	Marketing (Co-op)	20
		8121	Marketing (Occupational Experience)	
		8130	Advanced Marketing (Co-op)	20
		8131	Advanced Marketing (Occupational Experience)	
		8132	Marketing Management (Occupational Experience)	
		8135	International Marketing	
Entrepreneurship				
08.0301	Entrepreneurship, General	"	"	"
06.1801	Small Business Management			
06.1802	Small Business Ownership			
06.1899	Small Business Management and Ownership, General			

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Financial Services Marketing				
08.0401	Financial Services Marketing, General	8120	Marketing (Co-op)	20
08.0402	Banking Marketing	8121	Marketing (Occupational Experience)	
08.0403	Credit Marketing	8120	Financial Services Marketing (Co-op)	20
08.0404	Credit Union Marketing			
08.0405	Savings & Loan Marketing			
08.0406	Securities & Commodities Marketing			
08.0499	Financial Services Marketing, Other			
Floristry, Farm & Garden Supplies				
08.0501	Floristry, Farm & Garden Supplies Marketing, General	8110*	Fundamentals of Marketing (Occupational Experience)	
08.0502	Farm & Garden			
08.0503	Floristry	8111*	Introduction to Marketing (Occupational Experience 18 weeks)	
08.0599	Floristry, Farm & Garden Supplies Marketing, Other	8120	Marketing (Co-op)	20
		8121	Marketing (Occupational Experience)	
		8130	Advanced Marketing (Co-op)	20
		8131	Advanced Marketing (Occupational Experience)	
		8132	Marketing Management (Occupational Experience)	
		8135	International Marketing	

* Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A.	Occupational Programs-General Marketing (Continued)			
Food Marketing				
08.0601	Food Marketing, General	8110*	Fundamentals of Marketing (Occupational Experience) (18 weeks)	
08.0602	Convenience Store Marketing	8111*	Introduction to Marketing (Occuaptional Experience) (18 weeks)	
08.0603	Specialty Foods Marketing	8120	Marketing (Co-op)	
08.0604	Supermarket Marketing	8121	Marketing (Occupational Experience)	20
08.0605	Wholesale Food Marketing	8130	Advanced Marketing (Co-op)	20
08.0699	Food Marketing, Other	8131	Advanced Marketing (Occupational Experience)	
		8135	International Marketing	
General Marketing				
08.0701	Auctioneering	"	"	"
08.0702	Industrial Sales			
08.0703	International Marketing			
08.0704	Purchasing			
08.0705	Retailing			
08.0706	Sales			
08.0707	Wholesaling			
08.0799	General Marketing, Other			
06.1401	Marketing Management			
06.1402	Marketing Research			

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Home and Office Products Marketing				
08.0801	Home & Office Products Marketing, General	8110*	Fundamentals of Marketing (Occupational Experience) (18 weeks)	
08.0802	Appliance Marketing			
08.0803	Building Materials Marketing	8111*	Introduction to Marketing (Occupational Experience) (18 weeks)	
08.0804	Floor Coverings, Draperies, and Upholstery Mktg	8120	Marketing (Co-op)	
08.0805	Furniture Marketing	8121	Marketing (Occupational Experience)	20
08.0806	Hardware Marketing			
08.0807	Office Products and Equipment Marketing	8130	Advanced Marketing (Co-op)	20
08.0808	Specialty Home Furnishings Mktg	8131	Advanced Marketing (Occupational Experience)	
08.0899	Home & Office Products Marketing, Other	8132	Marketing Management (Occupational Experience)	
		8135	International Marketing	
Hospitality and Recreation Marketing				
08.0901	Hospitality & Recreation Marketing, General	"	"	"
08.0902	Marketing of Hotel/Motel Services			
08.0903	Marketing of Recreational Services			
08.0904	Recreational Products Marketing			
08.0905	Waiter/Waitress & Related Services			
08.0999	Hospitality & Recreation Marketing, Other			

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Hospitality and Recreation Marketing (Continued)				
06.0701	Hotel/Motel Management	8110*	Fundamentals of Marketing (Occupational Experience)	
06.0702	Recreational Enterprises Management	8111*	Introduction to Marketing (Occupational Experience) (18 weeks)	
06.0703	Resort Management	8120	Marketing (Co-op)	20
06.0405	Restaurant Management	8121	Marketing (Occupational Experience)	
		8130	Advanced Marketing (Co-op)	20
		8131	Advanced Marketing (Occupational Experience)	
		8132	Marketing Management (Occupational Experience)	
		8135	International Marketing	
Insurance Marketing				
08.1001	Insurance Marketing, General	"	"	"
08.1002	Accident & Health Insurance Marketing, General			
08.1003	Life Insurance Marketing			
08.1004	Property & Casualty Insurance Marketing			
08.1099	Insurance Marketing, Other			
Real Estate Marketing				
06.1701	Real Estate, General	"	"	"
06.1702	Commercial Property			

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Real Estate Marketing (Continued)				
06.1703	Property Management	8110*	Fundamentals of Marketing (Occupational Experience)	
06.1704	Real Estate Appraisal			
06.1705	Real Estate Finance			
06.1706	Real Estate Law			
06.1707	Residential Property	8111*	Introduction to Marketing (Occupational Experiences) (18 weeks)	
06.1799	Real Estate, Other			
		8120	Marketing (Co-op)	20
		8121	Marketing (Occupational Experience)	
		8130	Advanced Marketing (Co-op)	20
		8131	Advanced Marketing (Occupational Experience)	
		8132	Marketing Management (Occupational Experience)	
		8135	International Marketing	
Transportation and Travel Marketing				
08.1101	Transportation & Marketing, General		" " "	
08.1102	Freight Transportation Marketing			
08.1103	Passenger Transportation Marketing			
08.1104	Tourism			
08.1105	Travel Services Marketing Marketing			
08.1106	Warehouse Services Marketing			
08.1199	Transportation & Travel Marketing, Other			
06.0705	Transportation Management			

* Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Programs-General Marketing (Continued)				
Vehicles and Petroleum Marketing				
08.1201	Vehicles & Petroleum Marketing, General	8110*	Fundamentals of Marketing (Occupational Experience)	
08.1202	Agriculture Implements & Machinery Mktg	8111*	Introduction to Marketing (Occupational Experiences) (18 weeks)	
08.1203	Automotive Vehicles & Accessories Marketing	8120	Marketing (Co-op)	20
08.1204	Petroleum Marketing	8121	Marketing (Occupational Experience)	
08.1205	Recreational Vehicles & Accessories	8130	Advanced Marketing (Co-op)	20
08.1206	Service Station Retailing	8131	Advanced Marketing (Occupational Experience)	
08.1207	Vehicles Rental & Leasing	8132	Marketing Management (Occupational Experience)	
08.1299	Vehicles & Petroleum Marketing, Other	8135	International Marketing	
Marketing and Distribution, Other				
08.9999	Marketing & Distribution, Other	"	"	"
B. Occupational Programs - Specialized Marketing				
Apparel and Accessories Marketing*				
08.0101	Apparel & Accessories Marketing, General	8140	Fashion Merchandising (Co-op) Gr 11/12	20
08.0102	Fashion Merchandising	8141	Fashion Merchandising (Occupational Experience) Gr 11/12	

* Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Occupational Programs - Specialized Marketing (Continued)				
Apparel and Accessories Marketing* (Continued)				
08.0103	Fashion Modeling	8145	Advanced Fashion Merchandising (Co-op) Gr 12	20
08.0104	Footwear Marketing			
08.0105	Jewelry Marketing			
08.0199	Apparel & Accessories Marketing, Other	8146	Advanced Fashion Merchandising (Occupational Experience)	
Food Marketing*				
08.0601	Food Marketing, General	8120	Marketing (Co-op)	20
		8121	Marketing (Occupational Experience)	
08.0602	Convenience Store Marketing			
08.0603	Specialty Foods Marketing	8150	Food Marketing (Co-op)	20
08.0604	Supermarket Marketing			
08.0605	Wholesale Food Marketing			
08.0699	Food Marketing, Other			
Hospitality and Recreation Marketing*				
08.0901	Hospitality & Recreation Marketing General	8120	Marketing (Co-op)	20
		8121	Marketing (Occupational Experience)	
08.0902	Marketing of Hotel/Motel Services	8160	Hotel/Motel Operations (Co-op)	20
08.0903	Marketing of Recreational Services	8161	Hotel/Motel Operations (Occupational Experience)	20
08.0904	Recreational Products Services			
08.0905	Waiter/Waitress	8162	Hotel/Motel Operations (Co-op) (18 weeks)	20

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Occupational Programs - Specialized Marketing Continued				
Hospitality and Recreation Marketing* (Continued)				
08.0906	Related Recreational Products Marketing	8164	Hotel/Motel Operations (Occupational Experience) (18 weeks)	
08.0999	Hospitality & Recreation	8170	Restaurant Management (Co-op)	20
06.0701	Hotel/Motel Management			
06.0702	Recreational Enterprises Marketing, Other			
06.0703	Resort Management			
06.0704	Restaurant Management			
Financial Services Marketing*				
08.0401	Financial Services Services Marketing General	8120 8121	Marketing (Co-op) Marketing (Occupational Experience)	20
08.0402	Banking Marketing			
08.0403	Credit Marketing	8180	Financial Marketing (Co-op)	20
08.0404	Credit Union Marketing			
08.0406	Securities and Commodities			
08.0405	Savings and Loan Marketing			
08.0499	Financial Services Marketing, Other			
Entrepreneurship*				
08.0301	Entrepreneurship, General	8190	Planning for Entrepreneurship (Occupational Experience)	
06.1801	Small Business Management			
06.1802	Small Business Ownership			
06.1899	Small Business Management and Ownership, General			

*Either of the beginning courses (Fundamentals of Marketing or Introduction to Marketing) is recommended, but not required, for each program.

III. MARKETING EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Occupational Programs - Specialized Marketing (Continued)				
Real Estate Marketing				
06.1701	Real Estate, General	8191	Real Estate Marketing	
06.1702	Commercial Property			
06.1703	Property Management			
06.1704	Real Estate Appraisal			
06.1705	Real Estate Finance			
06.1706	Real Estate Law			
06.1707	Residential Property			
06.1799	Real Estate, Other			
Transportation and Travel Marketing				
08.1101	Transportation & Marketing, General	8165	Travel & Tourism (Co-op)	
08.1102	Freight Transportation Marketing	8166	Travel & Tourism	
08.1103	Passenger Transportation Marketing			
08.1104	Tourism			
08.1105	Travel Services Marketing			
08.1106	Warehouse Services Marketing			
08.1199	Transportation & Travel Marketing, Other			
06.0705	Transporation Management			
C. Senior Intensified Programs				
General Marketing				
08.0705	Retailing	8122	Retail Selling (18 weeks) (Occupational Experience)	
08.0706	Sales			
08.0707	Wholesaling			
08.0799	General Marketing, Other	8151	Check Education (18 weeks) (Occupational Experience)	

IV. HEALTH OCCUPATIONS EDUCATION

In Health Occupations Education, a program completer is one who has mastered role relevant competencies included in a course or a sequence of courses developed to prepare persons for occupational entry level skills.

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A.	**Health Occupations Programs - Exploration**			
17.9999	Health Exploration (Not the same as the Introduction to HOE-8302)	8370	Health Occupations Exploratory (18 weeks)	
B.	**Health Occupations Education - Introductory**			
		8302	Introduction to Health Occupations	
	This course is strongly recommended as the first course for all occupational programs.			
C.	**Health Occupations Programs - Occupational**			
17.0101	Dental Aide	8328	Dental Aide I	20
		8329	Dental Aide II	20
17.0206	Emergency Medical Technology	8333	Emergency Medical Technician A-I	
		8334	Emergency Medical Technician A-II	
17.0299	Health Careers Cluster	8331	Health Assistant I	
		8332	Health Assistant II	
17.0503	Medical Assistant	8345	Medical Assistant I	
		8346	Medical Assistant II	
17.0602	Nurse's Assistant	8360	Nursing Assistant I	
		8362	Nursing Assistant II	
17.0605	Practical Nursing	8357	Practical Nursing I	
		8358	Practical Nursing II (Adult)	

IV. HEALTH OCCUPATIONS EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
C.	Health Occupations Programs - Occupational (Continued)			
17.0211	Surgical Technology	8351	Surgical Technologist I	
		8352	Surgical Technologist II (Adult)	
	Special Programs (Use appropriate CIP code)	8361	Health Occupations for the Disadvantaged I	15
		8363	Health Occupations for for the Disadvantaged II	15
		8381	Health Occupations for the Handicapped I	10
		8382	Health Occupations for the Handicapped II	10
	Cooperative Programs (Use appropriate CIP code)	8395	Health Occupations Cooperative Education I	
		8396	Health Occupations Cooperative Education II	

D. Other CIP Codes for Health Programs (For use with Cooperative and Adult Courses

12.0301 - Funeral Services
15.0599 - Environmental Health
17.0102 - Dental Hygienist (with associate or other degree)
17.7103 - Dental Lab Technician
17.0199 - Other Dental
17.0208 - Nuclear Medical Technology
17.0209 - Radiologic Technology
17.0299 - Diagnostic & Treatment Service, Other Radiological
17.0305 - Medical Lab Assisting
17.0399 - Other Medical Lab Technician
17.0399 - Other Rehabilitation
17.0406 - Mental Health Technician
17.0503 - Medical Assisting (Adult)
17.0601 - Geriatric Assisting
17.0602 - Nursing Assistant, Home Health Aid
17.0605 - Practical Nursing (Adult)
17.0799 - Ophthalmic Aide/Assistant/Technician
17.0807 - Occupational Therapy
17.0813 - Physical Therapy
17.0818 - Respiratory Therapy Tech. (inhalation)
17.0899 - Rehabilitation
18.1101 - Nurse, Associate Degree
18.1199 - Other Nursing

V. HOME ECONOMICS

When the Home Economics Occupational program offering matches an approved combination of approved sequence courses in a program, a student should complete all of the courses listed before being considered a completer. It is recommended, but not required, that all courses listed for a particular program be taken in sequence.

When a maximum class size has not been identified, the school division will be responsible for determining class size based on classroom safety and number of work stations available.

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A.	<u>Occupational Home Economics Program</u>				
<u>Marketable Occupational Skills</u>					
20.0000	Home Economics	**	8293	Home Economics Cooperative Education I (HECE)	20
		**	8294	Home Economics Cooperative Education II (HECE)	20
20.0100	Home Economics		8220	Introduction to Occ. Home Economics (18 weeks)	20
				or	
		*	8221	Introduction to Occ. Home Economics (36 weeks)	20
20.0201	Child Care Services		8285	Child Care Occupations I	20
			8286	Child Care Occupations I	20
20.0301	Clothing Services		8280	Clothing Occupations I	20
			8281	Clothing Occupations II	20
20.0401	Food Services		8275	Food Occupations I	20
			8276	Food Occupations II	20
20.0501	Home Furnishings		8295	Home Furnishings Occupations I	20
			8296	Home Furnishings Occupations II	20

*Recommended as part of each Occupational Home Economics program, but it is optional for completion of the program.

**Report specific occupational code and course name.

V. HOME ECONOMICS (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Occupational Home Economics Program (Continued)				
20.0601	Home & Institutional Services	8290	Home & Institutional Occupations I	20
		8291	Home & Institutional Occupations II	20
Specialized Occupations				
20.0306	Clothing Services	8289	Clothing Specialist-Coop	20
			or	
		8289	Clothing Specialist - Non-Coop	20
20.0405	Food Services	8279	Catering Specialist-Coop	20
			or	
		8279	Catering Specialist - Non-Coop	20
20.0605	Home & Institutional Services	8292	Hotel/Motel Specialist (Coop)	20
			or	
		8292	Hotel/Motel Specialist (Non-Coop)	20
Special Programs (Use Appropriate CIP Code)		8222	Occupational Home Economics (Handicapped)	10
		8224	Occupational Home Economics (Disadvantaged)	15
B. Consumer and Homemaking Programs				
Orientation and Exploration				
20.0105	Exploratory Homemaking	8206	Teen Living Grade 7 (18 weeks)	
		8208	Teen Living Grade 7 (36 weeks)	
		8210	Teen Living Grade 8 (18 weeks)	

V. HOME ECONOMICS (Continued)

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Consumer and Homemaking Programs (Continued)					
Fundamental Marketable Skills Courses					
20.0101	Consumer & Homemaking	*	8230	Life Management Skills I (18 weeks)	20
		*	8240	Life Management Skills II (36 weeks)	20
		*	8270	Family Management Skills Grades 10-12 (36 weeks)	
Child Care Services					
20.0101	Consumer & Homemaking	*	8230	Life Management Skills I (36 weeks)	20
		*	8240	Life Management Skills II (36 weeks)	20
		*	8270	Family Management Skills Grades 10-12 (36 weeks)	
20.0102	Child Development		8284	Child Development & Parenting (18 weeks)	
20.0106	Family & Individual Health		8269	Individual & Family Health (18 weeks)	
20.0107	Marriage & the Family		8272	Marriage & the Family (18 weeks)	
20.9900	GRADS		8277	GRADS (18 weeks)	15
			8278	GRADS (36 weeks)	15
Consumer Services					
20.0101	Consumer & Homemaking	*	8230	Life Management Skills I (36 weeks)	20
		*	8240	Life Management Skills II (36 weeks)	20
		*	8270	Family Management Skills Grades 10-12 (36 weeks)	

*Recommended as part of each Consumer and Homemaking program, but it is optional for completion of the program.

V. HOME ECONOMICS (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Consumer and Homemaking Programs (Continued)				
Consumer Services (Continued)				
20.0104	Consumer Education	8252	Consumer Goods and Economic Concepts (18 weeks)	
		8253	Personal Consumer Decisions (18 weeks)	
GRADS Programs				
20.0000	Occupational Home Economics		(See Occupational Section)	
20.0101	Consumer & Homemaking	8230	Life Management Skills I (36 weeks)	20
20.0102	Child Development	8284	Child Development & Parenting (18 weeks)	
20.0106	Family & Individual Health	8269	Family & Individual Health (18 weeks)	
20.0107	Marriage & the Family	8272	Marriage & the Family (18 weeks)	
20.0108	Food & Nutrition	8262	Nutrition (18 weeks)	
20.9900	GRADS	8277	GRADS (18 weeks)	15
20.9900	GRADS	8278	GRADS (36 weeks)	15
Housing, Furnishings, and Equipment Management				
20.0101	Consumer & Homemaking	* 8230	Life Management Skills I (36 weeks)	20
		* 8240	Life Management Skills II (36 weeks)	20
		* 8270	Family Management Skills Grade 11/12 (36 weeks)	
		8253	Personal Consumer Decisions (18 weeks)	
20.0103	Clothing & Textiles	8267	Textiles, Color & Design (18 weeks)	
20.0104	Consumer Education	8252	Consumer Goods & Educational Concepts (18 weeks)	
20.0109	Home Management	8271	Resource Management (18 weeks)	
20.0110	Home Furnishings and Housing	8297	Home Furnishings & Housing (18 weeks)	

*Recommended as part of each Consumer and Homemaking program, but it is optional for completion of the program.

V. HOME ECONOMICS (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Consumer and Homemaking Programs (Continued)				
Individual and Family Health Services				
20.0101	Consumer & Homemaking	* 8230	Life Management Skills I (36 weeks)	20
		* 8240	Life Management Skills II (36 weeks)	20
		* 8270	Family Management Skills Grades 10-12 (36 weeks)	
20.0104	Consumer Education	8253	Personal Consumer Decisions (18 weeks)	
20.0106	Family & Individual Health	8268	Home Care of the Sick & Aging (18 weeks)	
		8269	Individual and Family Health (18 weeks)	
20.0108	Food & Nutrition	8262	Nutrition (18 weeks)	
Nutrition and Food Production				
20.0101	Consumer & Homemaking	* 8230	Life Management Skills I (36 weeks)	20
		* 8240	Life Management Skills II (36 weeks)	20
		* 8270	Family Management Skills Grades 10-12 (36 weeks)	
20.0108	Food & Nutrition	8262	Nutrition (18 weeks)	
		8263	Food Science Applications (18 weeks)	
		8273	Food Management (18 weeks)	20
Residential Home Manager				
20.0101	Consumer & Homemaking	* 8230	Life Management Skills I (36 weeks)	20
		* 8240	Life Management Skills II (36 weeks)	20
		* 8270	Family Management Skills Grades 10-12 (36 weeks)	

*Recommended as part of each Consumer and Homemaking program, but it is optional for completion of the program.

V. HOME ECONOMICS (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Consumer and Homemaking Programs (Continued)				
Residential Home Manager (Continued)				
20.0102	Child Development	8284	Child Development & Parenting (18 weeks)	
20.0104	Consumer Economics	8252	Consumer Goods and Economic Concepts (18 weeks)	
		8253	Personal Consumer Decisions (18 weeks)	
20.0106	Family & Individual Health	8269	Individual & Family Health (18 weeks)	
20.0107	Marriage & the Family	8272	Marriage & the Family (18 weeks)	
20.0109	Home Management	8257	Home Science Applications (18 weeks)	
		8271	Resource Management (18 weeks)	
Textiles and Fashion Production				
20.0101	Consumer & Homemaking	* 8230	Life Management Skills I (36 weeks)	20
		* 8240	Life Management Skills II (36 weeks)	20
		* 8270	Family Management Skills Grades 10-12 (36 weeks)	
20.0103	Clothing & Textiles	8267	Textiles, Color & Design (18 weeks)	
		8274	Clothing Management (18 weeks)	
C. Home Economics Education Adult Courses Only				
20.0101		8270	Young Homemaker of Virginia	
20.0107		8272	Family Living and Parenthood	
20.0108		8273	Food Management	
20.0103		8274	Clothing Management	
20.0102		8284	Child Development	
20.0110		8297	Home Furnishing & Housing	

*Recommended as part of each Consumer and Homemaking program, but it is optional for completion of the program.

VI. TECHNOLOGY EDUCATION

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Middle/Junior High School Program				
21.0101		8475	Careers and You (Grades 6 and 7)	
		8481	Introduction to Technology (9 weeks)	20
		8482	Introduction to Technology (18 Weeks)	20
		8483	Introduction to Technology (36 weeks)	20
		8463	Industry & Enterprise (18 weeks)	20
		8462	Industry & Enterprise (36 weeks)	20
		8473	Industrial Occupational Exploration (18 weeks)	20
		8472	Industrial Occupational Exploration (36 weeks)	20
		8469	Vocational Occupational Exploration-Disadvantaged	15
		8471	Vocational Occupational Exploration-Handicapped	10
		8464	Inventions & Innovations (18 weeks)	20
		8461	Inventions & Innovations (36 weeks)	20
B. Technology Education Programs				
A Technology Education high school program consists of two years (300 hours) of instruction in a sequence of approved course options above eighth grade level.				
21.0106	Communication Technology	8418	Communication Systems (18 weeks)	20
		8415	Communication Systems (36 weeks)	20
		8458	Graphic Communications (36 weeks)	20
21.0103	Drawing & Design Technology	8434	Basic Technical Drawing (18 weeks)	
		8435	Basic Technical Drawing (36 weeks)	
		8436	Engineering Drawing (36 weeks)	
		8437	Architectural Drawing (36 weeks)	

VI. TECHNOLOGY EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Technology Education Program (Continued)				
21.0104	Control Technology	8417	Electricity & Electronics Technology I (18 weeks)	20
		8416	Electricity & Electronics Technology I (36 weeks)	20
		8412	Electricity & Electronics Technology II (36 weeks)	20
		8444	Power & Transportation Technology (18 weeks)	20
		8445	Power & Transportation Technology (36 weeks)	20
		8448	Energy & Power (36 weeks)	20
41.9999	Principles of Technology	9811	Principles of Technology I (36 weeks)	20
		9812	Principles of Technology II (36 weeks)	20
21.0199	Pre-Engineering	8490	Introduction to Engineering	20
		8491	Research, Engineering and Development	20
21.0107	Production Technology	8478	Materials & Processes Technology (18 weeks)	20
		8433	Materials and Processes Technology (36 weeks)	20
		8432	Construction Technology (18 weeks)	20
		8431	Construction Technology (36 weeks)	20
		8426	Manufacturing Technology (18 weeks)	20
		8425	Manufacturing Technology (36 weeks)	20
		8430	Metals Technology (18 weeks)	20
		8439	Metals Technology (36 weeks)	20
		8440	Woods Technology (18 weeks)	20
		8449	Woods Technology (36 weeks)	20

VII. TRADE AND INDUSTRIAL EDUCATION

A student who completes the established requirements for any of the eight options as described in A Guide to Vocational Program Planning will be considered a program completer.

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A.	**Trade and Industrial Education Occupational Programs**				
47.0201	Air Conditioning & Refrigeration		8503	Air Conditioning and Refrigeration I	20
			8504	Air Conditioning and Refrigeration II	20
		*	8505	Air Conditioning and Refrigeration III	20
47.0106	Appliance Repair		8616	Appliance Repair I	20
			8617	Appliance Repair II	20
		*	8618	Appliance Repair III	20
47.0603	Auto Body Repair		8676	Auto Body Repair I	20
			8677	Auto Body Repair II	20
		*	8678	Auto Body Repair III	20
47.0604	Auto Mechanics		8506	Auto Mechanics I	20
			8507	Auto Mechanics II	20
		*	8508	Auto Mechanics III	20
47.0603	Auto Painter		8679	Auto Painter/Non-co-op	20
47.0601	Auto Servicing		8710	Auto Servicing I	20
			8711	Auto Servicing II	20
		*	8712	Auto Servicing III	20
12.0402	Barbering		8509	Barbering I	20
			8510	Barbering II	20
		*	8511	Barbering III	20
12.0403	Beauty Salon Assistant		8610	Beauty Salon Assistant I	20
			8611	Beauty Salon Assistant II	20
		*	8612	Beauty Salon Assistant III	20
46.0102	Bricklaying		8546	Bricklaying	20
46.9999	Building Trades		8515	Building Trades I	20
			8516	Building Trades II	20
		*	8517	Building Trades III	20

* Used when scheduling option requires third year.

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Trade and Industrial Education Occupational Programs (Continued)					
48.0703	Cabinetmaking		8604	Cabinetmaking I	20
			8605	Cabinetmaking II	20
		*	8606	Cabinetmaking III	20
46.0201	Carpentry		8601	Carpentry I	20
			8602	Carpentry II	20
		*	8603	Carpentry III	20
48.0799	Carpentry-Cabinet-making		8518	Carpentry-Cabinet-making I	20
			8519	Carpentry-Cabinet-making II	20
		*	8520	Carpentry-Cabinet-making III	20
48.0203	Commercial Art		8570	Commercial Art I	20
			8571	Commercial Art II	20
		*	8572	Commercial Art III	20
48.0499	Commercial Foods		8521	Commercial Foods I	20
			8522	Commercial Foods II	20
		*	8523	Commercial Foods III	20
48.0204	Commercial Photography		8607	Commercial Photo-grahy I	20
			8608	Commercial Photo-graphy II	20
		*	8609	Commercial Photo-graphy III	20
48.0399	Commercial Sewing		8524	Commercial Sewing I	20
			8525	Commercial Sewing II	20
		*	8526	Commercial Sewing III	20
12.0403	Cosmetology		8527	Cosmetology I	20
			8528	Cosmetology II	20
		*	8529	Cosmetology III	20
47.0605	Diesel Mechanic		8613	Diesel Equipment Mechanic I	20
			8614	Diesel Equipment Mechanic II	20
		*	8615	Diesel Equipment Mechanic III	20

*Used when scheduling option requires third year.

VII. TRADE AND INDUSTRIAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Trade and Industrial Education Occupational Programs (Continued)					
48.0101	Drafting		8530	Drafting I	20
			8531	Drafting II	20
		*	8532	Drafting III	20
48.0102	Drafting - Architectural		8561	Architectural Drafting	20
48.0105	Drafting - Machine		8560	Machine Drafting	20
46.0301	Electricity		8533	Electricity I	20
			8534	Electricity II	20
		*	8535	Electricity III	20
47.0101	Electronics		8536	Electronics I	20
			8537	Electronics II	20
		*	8538	Electronics III	20
43.0203	Firefighting		8705	Firefighting I	20
			8706	Firefighting II	20
		*	8707	Firefighting III	20
46.0401	Building Maintenance		8590	General Maintenance Mechanic I	20
			8591	General Maintenance Mechanic II	20
		*	8592	General Maintenance Mechanic III	20
47.0399	Industrial Maintenance Mechanics		8575	Industrial Maintenance Mechanics I	20
			8576	Industrial Maintenance Mechanics II	20
		*	8577	Industrial Maintenance Mechanics III	20
47.0105	Industrial Robotics		8557	Industrial Robotics I	20
			8558	Industrial Robotics II	20
		*	8559	Industrial Robotics III	20
43.0107	Law Enforcement		8702	Law Enforcement I	20
			8703	Law Enforcement II	20
		*	8704	Law Enforcement III	20
48.0503	Machine Shop		8539	Machine Shop I	20
			8540	Machine Shop II	20
		*	8541	Machine Shop III	20

*Used when scheduling option requires third year.

VII. TRADE AND INDUSTRIAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Trade and Industrial Education Occupational Programs (Continued)					
47.0301	Maintenance and Repair		8542	Maintenance & Repair I	20
			8543	Maintenance & Repair II	20
		*	8544	Maintenance & Repair III	20
46.0102	Masonry		8512	Masonry I	20
			8513	Masonry II	20
		*	8514	Masonry III	20
48.0599	Other Metal Working Occupations		8548	Metal Trades I	20
			8549	Metal Trades II	20
		*	8550	Metal Trades III	20
47.0304	Mine Machinery Repair		8580	Mine Machinery Repair I	20
			8581	Mine Machinery Repair II	20
		*	8582	Mine Machinery Repair III	20
46.0503	Plumbing		8551	Plumbing I	20
			8552	Plumbing II	20
		*	8553	Plumbing III	20
48.0201	Printing		8660	Printing I	20
			8661	Printing II	20
		*	8662	Printing III	20
43.9999	Public Safety		8701	Public Safety	20
47.0199	Electronic Product Servicing		8619	Electronic Product Servicing	20
47.0103	Radio Communications		8640	Radio Communications I	20
			8641	Radio Communications II	20
		*	8642	Radio Communications III	20
46.0302	Residential Wiring		8545	Residential Wiring	20
48.0506	Sheet Metal		8663	Sheet Metal I	20
			8664	Sheet Metal II	20
		*	8665	Sheet Metal III	20

*Used when scheduling option requires third year.

VII. TRADE AND INDUSTRIAL EDUCATION (Continued)

CIP CODE	NAME OF PROGRAM		COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Trade and Industrial Education Occupational Programs (Continued)					
47.0606	Small Engine Repair		8725	Small Engine Repair I	20
			8726	Small Engine Repair II	20
		*	8727	Small Engine Repair III	20
20.0305	Tailoring		8669	Tailoring I	20
			8670	Tailoring II	20
		*	8671	Tailoring III	20
10.0104	Television Production		8688	TV Production I	20
			8689	TV Production II	20
		*	8690	TV Production III	20
48.0303	Upholstering		8685	Upholstery I	20
			8686	Upholstery II	20
		*	8687	Upholstery III	20
48.0508	Welding		8672	Welding I	20
			8673	Welding II	20
		*	8674	Welding III	20
Use appro-priate CIP Code	Industrial Co-op Training		8901	Industrial Cooperative Training I	20
			8902	Industrial Cooperative Training II	20
B. Trade and Industrial Education Senior Intensified Programs					
Use appropriate CIP Code			8904	Industrial Co-op Training	20
47.0601	Auto Mechanics		8680	Tune-Up Specialist (Non-Co-op)	20
48.0401	Quantity Food Occupations		8691	Short Order Cook (Non-Co-op)	20

*Used when scheduling option requires third year.

VII. TRADE AND INDUSTRIAL EDUCATION (Continued)

C. Other Trade and Industrial Education CIP Codes
(For use with I.C.T. and Adult Courses)

CIP CODE	NAME OF PROGRAM	CIP CODE	NAME OF PROGRAM
Construction Trades			
46.0301	Electrical Occupations	46.0401	Building Maintenance
46.0408	Painting and Decorating	46.0102	Brick, Block, Stone Masonry
46.0404	Drywall Installer	46.0499	Other Construction Trades
46.0405	Floor Covering Installer		
Mechanics and Repairers			
47.0602	Aircraft Mechanics	47.0408	Watch Repair
47.0199	Electrical & Electronics Equipment Repair	47.0406	Shoe Repair
47.0109	Vending Machine Repair	47.0301	Industrial Equipment Maintenance & Repair (Other)
47.0102	Business Machine Repair		
Precision Production			
48.0501	Metal Work	48.0702	Furniture Making
48.0402	Meat Cutting	48.0499	Food Production
48.0301	Leather Working	48.0604	Plastics Occupations
48.0701	Woodworking	49.0301	Maritime Occupations
48.0299	Blueprint Reading		
Transportation and Material Moving			
49.0303	Commercial Fishing Operation		
49.0201	Vehicle and Equipment Operation		
49.0203	Material Handling (Warehousing)		
Personnel and Public Services			
43.0107	Law Enforcement		
43.0203	Firefighting		
43.9999	Protective Services		

*Used when scheduling option requires third year.

VIII. SPECIAL PROGRAMS

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
A. Special Programs for the Disadvantaged				
Use appropriate CIP Code	Agriculture	8050	Agriculture Education for the Disadvantaged	15
		8070	General Mechanics for the Disadvantaged	15
Use appropriate CIP CODE	Business	6740	Office Services I (block)	15
		6741	Office Services II (block)	15
		6742	Office Services III (block)	15
Use appropriate CIP Code	Health	8361	Health Occupations for the Disadvantaged I	15
		8363	Health Occupations for the Disadvantaged II	15
Use appropriate CIP Code	Home Economics	8224	Occupational Home Economics for the Disadvantaged	15
Use appropriate CIP Code	Technology Education	8469	Vocational Occupational Exploration-Disadvantaged	15
Use appropriate CIP Code	Trade & Industrial	8625	Trade and Industrial Education for the Disadvantaged	15
Use appropriate CIP Code	Special Programs	9020	Work Experience-Cooperative Education-Program I Disadvantaged*	15
		9021	Work Experience-Cooperative Education-Program II Disadvantaged*	15
		9050	Education for Employment I - Disadvantaged	15
		9051	Education for Employment II - Disadvantaged	15
		9052	Education for Employment III - Disadvantaged	15

*Students who have successfully completed the activities of a course and are ready for employment are considered as completers.

VIII. SPECIAL PROGRAMS (Continued)

CIP CODE	NAME OF PROGRAM	COURSE CODE	REQUIRED COURSES EACH PROGRAM	MAXIMUM ENROLLMENT
B. Special Programs for the Handicapped				
02.9999	Agriculture	8053	Agriculture Education for the Handicapped	10
Use appropriate CIP Code	Business	6745	Business Education for the Handicapped	10
Use appropriate CIP Code	Health	8381	Health Occupations for the Handicapped I	10
		8382	Health Occupations for the Handicapped II	10
Use appropriate CIP Code	Home Economics	8222	Occupational Home Economics for the Handicapped	10
21.0101	Technology Education	8471	Vocational Occupational Exploration-Handicapped	10
Use appropriate CIP Code	Trade & Industrial	8627	Trade and Industrial Education for the Handicapped	10
Use appropriate CIP Code	Special Programs	9030	Work Experience Cooperative Education Program I Handicapped*	10
		9031	Work Experience Cooperative Education Program II Handicapped*	10
		9053	Education for Employment I - Handicapped	10
		9054	Education for Employment II - Handicapped	10
		9055	Education for Employment III - Handicapped	10
C. Special Programs for the Gifted/Talented				
Use appropriate CIP Code	Vocational Gifted/ Talented	9060	Vocational Gifted/ Talented I	20
		9061	Vocational Gifted/ Talented II	20

*Students who have successfully completed the activities of a course and are ready for employment are considered as completers.

IX. NON-TEACHING ASSIGNMENT CODES

CODE	
0153	Activity Director
0154	Activity Sponsor
0100	Assistant Principal (Elementary)
0102	Assistant Principal (Secondary)
0152	Athletic Director
0106	Audio-Visual Specialist (Non-Librarian)
0109	Coordination
0103	Guidance (Elementary)
0104	Guidance (Secondary)
0105	Guidance (Coordinator)
0113	In-School Suspension
0131	Library/Media Specialist
0107	Materials Specialist (Non-Librarian)
0118	Non-Teaching Assignment
0108	Planning
0099	Principal (Elementary)
0101	Principal (Secondary)
0110	Remedial Instruction (Secondary)
0111	Resource Teacher (Secondary)
0130	Study Hall
0112	Talented and Gifted
8001	Department Chairman - Agriculture
6101	Department Chairman - Business
8101	Department Chairman - Marketing Education
8201	Department Chairman - Home Economics
8301	Department Chairman - Health Occupations
8401	Department Chairman - Technology Education
8501	Department Chairman - Trade and Industrial

X. COOPERATIVE EDUCATION COORDINATION CODES

6799	Cooperative Office Education Coordination
8099	Agricultural Education Occupational Experience Coordination
8199	Marketing Education Co-op Coordination
8299	Home Economics Occupational Co-op Coordination
8399	Health Occupations Education Co-op Coordination
8999	Industrial Cooperative Training Coordination
9099	Work Experience Cooperative Education Program Coordination

XI. Additional Course Codes which can be used in Reporting Class Enrollments:

CIP CODE	COURSE CODE	COURSE TITLE	MAXIMUM ENROLLMENT
A. Business Education			
07.0101	6131	Business Law	
07.0101	6141	Business Mathematics	
07.0101	6144	Business Economics	
07.0101	6147	Business English	
07.9999	6157	Personal Typewriting	
07.0701	6215	Advanced Shorthand	
07.9999	6241	Notehand	
07.9999	6243	Notehand: Personal Typing	
07.0101	6321	Advanced Accounting	
07.0601	6440	Office Simulation	
07.0701	6620	Office Technology I	
B. Home Economics			
20.0107	8204	Teen Living Grade 6	
20.0107	8207	Teen Living Grade 7	
20.0101	8209	Teen Living Grade 8	
C. Technology			
21.0104	8413	Electricity/Electronics III	20
21.0106	8422	Graphic Arts II	20
21.0103	8438	Advanced Drawing & Design	20
21.0199	8442	Metalworking II	20
21.0199	8452	Woodworking II	20
21.0199	8453	Woodworking III	20
21.0199	8465	Industrial Studies	
21.0199	8466	Advanced Industrial Studies	
D. Trade and Industrial			
48.0301	8593	Interior Decorating I	20
48.0301	8594	Interior Decorating II	20
48.0301	8595	Interior Decorating III	20
47.0304	8658	Piano Tuning I	20
47.0304	8659	Piano Tuning II	20
47.0406	8666	Shoe Repairing I	20
47.0406	8667	Shoe Repairing II	20
47.0406	8668	Shoe Repairing III	20
12.0101	8682	Cleaning and Pressing I	20
12.0101	8683	Cleaning and Pressing II	20
12.0101	8684	Cleaning and Pressing III	20

APPENDIX B

DIVISION CODES

Counties

Accomack	001	Lancaster	051	Alexandria	101
Albemarle	002	Lee	052	Bedford	140
Amelia	004	Loudoun	053	Bristol	102
Amherst	005	Louisa	054	Buena Vista	103
Appomattox	006	Lunenburg	055	Charlottesville	104
Arlington	007	Madison	056	Chesapeake	136
Augusta	008	Mathews	057	Colonial Heights	106
Bath	009	Mecklenburg	058	Covington	107
Bedford	010	Middlesex	059	Danville	108
Bland	011	Montgomery	060	Fairfax	134
Botetourt	012	Nelson	062	Falls Church	109
Brunswick	013	New Kent	063	Franklin	135
Buchanan	014	Northampton	065	Fredericksburg	110
Buckingham	015	Northumberland	066	Galax	111
Campbell	016	Nottoway	067	Hampton	112
Caroline	017	Orange	068	Harrisonburg	113
Carroll	018	Page	069	Hopewell	114
Charles City	019	Patrick	070	Lexington	137
Charlotte	020	Pittsylvania	071	Lynchburg	115
Chesterfield	021	Powhatan	072	Manassas	143
Clarke	022	Prince Edward	073	Manassas Park	144
Craig	023	Prince George	074	Martinsville	116
Culpeper	024	Prince William	075	Newport News	117
Cumberland	025	Pulaski	077	Norfolk	118
Dickenson	026	Rappahannock	078	Norton	119
Dinwiddie	027	Richmond	079	Petersburg	120
Essex	028	Roanoke	080	Poquoson	142
Fairfax	029	Rockbridge	081	Portsmouth	121
Fauquier	030	Rockingham	082	Radford	122
Floyd	031	Russell	083	Richmond	123
Fluvanna	032	Scott	084	Roanoke	124
Franklin	033	Shenandoah	085	Salem	139
Frederick	034	Smyth	086	South Boston	133
Giles	035	Southampton	087	Staunton	126
Gloucester	036	Spotsylvania	088	Suffolk	127
Goochland	037	Stafford	089	Virginia Beach	128
Grayson	038	Surry	090	Waynesboro	130
Greene	039	Sussex	091	Williamsburg	131
Greensville	040	Tazewell	092	Winchester	132
Halifax	041	Warren	093		
Hanover	042	Washington	094		
Henrico	043	Westmoreland	095		
Henry	044	Wise	096		
Highland	045	Wythe	097		
Isle of Wight	046	York	098		
James City Co.	047	Alleghany-Highlands	099		
King George	048				
King & Queen	049				
King William	050				

Towns

Cape Charles	201
Colonial Beach	202
West Point	207

SPECIAL DIVISION CODES

Joint Vocational Centers

301 Charlottesville-Albemarle VTC
302 Jackson River Vocational Center
303 Dowell J. Howard Vocational Center
304 Massanutten Vocational Center
305 Piedmont Vocational Center
306 Valley Vocational-Technical Center
307 New Horizons Technical Center
308 P.D. Pruden Voc-Tech Center
309 Rowanty Vocational-Technical Center
310 Northern Neck Vocational Center
311 Amelia-Nottoway Voc-Tech Center

Postsecondary/Community Colleges

820 Blue Ridge Community College
821 Central VA Community College
822 Dabney S. Lancaster Comm. College
823 Danville Community college
824 Eastern Shore Community College
825 Germanna Community College
826 John Tyler Community College
827 Lord Fairfax Community College
828 Mountain Empire Community College
829 New River Community College
830 Northern VA Community College
831 Patrick Henry Community College
832 Paul D. Camp Community College
833 Piedmont Community College
834 Rappahannock Community College
835 J. Sargeant Reynolds Comm. College
836 Southside VA Community College
837 Thomas Nelson Community College
838 Tidewater Community College
839 VA Highlands Community College
840 VA Western Community College
841 Wytheville Community College
842 Southwest VA Community College

State Agencies

903 State Police
Administration Headquarters

Adult Correctional Institutions

964 Appalachian Learning Center
970 Halifax Correctional Unit
971 Fairfax Correctional Unit
972 Lebanon Com. Corr. Ctr.
973 Botetourt Corr. Unit
974 Buckingham Corr. Unit
975 Patrick Henry Corr. Unit
976 Nottoway Corr. Center
977 Deerfield Corr. Ctr.
978 Mecklenburg Corr. Ctr.
979 Marion Corr. Treatment Ctr.
980 Bland Correctional Center
981 VA State Penitentiary
982 Powhatan-James Rvr Cor.Ctr
983 Southampton Corr. Ctr.
984 VA Corr. Center for Women
985 Youthful Offender Center
986 Brunswick Corr. Center
987 Dinwiddie Corr. Unit
988 Harrisonburg Corr. Ctr.
989 St. Bride's Corr. Ctr.
991 Staunton Corr. Center
992 Smith Mt. Lake Corr. Ctr.
993 Augusta Correctional Unit

Juvenile Correctional Institutions

959 Development Education Program
960 J.P. Barrett Learning Center
961 Beaumont Learning Center
962 Bon Air Learning Center
963 Hanover Learning Center
965 Pinecrest Learning Center
966 Reception & Diagnostic Learning Center
967 Natural Bridge Learning Center
968 Oak Ridge Learning Center
969 Southampton Youthful Offender Center

SPECIAL DIVISION CODES
(Continued)

Colleges and Universities

870 Longwood College
871 James Madison University
872 George Mason University
873 Medical College of Virginia
874 Christopher Newport College
875 Norfolk State University
876 Old Dominion University
877 Radford University
878 Richard Bland College
879 University of Virginia
880 Clinch Valley College
881 Virginia Commonwealth University
882 Virginia Military Institute
883 Virginia Polytechnic Institute & State University
884 Virginia State University
885 College of William & Mary
886 Mary Washington College

Institutions for the Handicapped

939 Northern VA Mental Health Institution
940 Children's Rehab. Ctr.
941 Central VA Training Center
942 Northern VA Training Center
943 Southside VA Training Ctr.
944 Reception and Training Ctr.
219 Virginia School at Hampton
218 Virginia School at Staunton
947 Woodrow Wilson Rehab. Ctr.
948 Virginia Treatment Center
950 Southeastern VA Trng. Ctr.
951 Southwestern VA Trng. Ctr.
959 DeJarnette Center